

# **Navy Advancement Center**

Web site: <http://wwwcnetnavymil/netpdtc/nac/neas.htm>

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## **Advancement Handbook for Lithographer**

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## **PREFACE**

The purpose of the Advancement Handbook is to help you focus your preparation for Navywide advancement-in-rating examinations. The bibliographies (BIBs) together with this handbook form a comprehensive examination study package. Since this handbook provides skill and knowledge components for each paygrade of the LI rating, it helps you concentrate your study on those areas that may be tested. This feature will help you get the most out of your study time.

Each page in Parts 1 through 4 of this Advancement Handbook presents general skill areas, specific skill areas, the knowledge factors associated with each skill area, the pertinent references that address each skill, and the subject areas that may be covered on the examination. The skill statements describe the skills you are expected to perform for each paygrade. The skill statements are cumulative; that is, you are responsible for the skills for the paygrade you are competing for, your present paygrade, and all paygrades below.

Although this handbook is very comprehensive, it cannot cover all the tasks performed in the rating. As a result, the advancement examinations may contain questions more detailed than described in the “*Exam Expectations*” section of the skill areas.

Remember that advancement competition is keen, so your keys to advancement include not only comprehensive advancement examination study but also sustained superior performance.

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## Part 1

### Advancement Handbook for LI3

## Advancement Handbook for LI3

General LI <i>Skill Area</i>	<b>PRINTING MANAGEMENT</b>
A <i>skill</i> you are expected to perform from the General Skill Area above:	<b>Reproduce classified materials</b>
<i>Knowledge</i> you should have to perform this skill:	Recall the regulations and procedures for reproducing classified material to include the following: <ul style="list-style-type: none"><li>• Accessing</li><li>• Handling</li><li>• Destruction</li><li>• Marking</li><li>• Storing</li></ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"><li>• SECNAVINST 5510.30</li><li>• SECNAVINST 5510.36</li></ul>
<i>Exam Expectations</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on requirements for accessing, handling, disposing, storing, and marking classified material.

## Advancement Handbook for LI3

General LI <i>Skill Area</i>	<b>PRINTING MANAGEMENT</b>
A <i>skill</i> you are expected to perform from the General Skill Area above:	<b>Record Joint Congressional Print (JCP Form 5) Inventory</b>
<i>Knowledge</i> you should have to perform this skill:	<p>Identify procedures used to conduct and record JCP Form 5 inventory to include the following:</p> <ul style="list-style-type: none"> <li>• Submission requirements</li> <li>• Serial number</li> <li>• Equipment nomenclature</li> <li>• Equipment age</li> <li>• Equipment condition</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• DPSINST 5603.1</li> </ul>
<i>Exam Expectations</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on the requirements and procedures for completing and submitting JCP inventories.

## Advancement Handbook for LI3

General LI <i>Skill Area</i>	<b>PRINTING MANAGEMENT</b>
A <i>skill</i> you are expected to perform from the General Skill Area above:	<b>Evaluate hazardous material (HAZMAT)</b>
<i>Knowledge</i> you should have to perform this skill:	<p>Identify procedures used to handle, dispose, and store HAZMAT to include the following:</p> <ul style="list-style-type: none"> <li>• Review material safety data sheets (MSDS)</li> <li>• Review Hazardous Material User's Guide (HMUG)</li> <li>• Review OPNAVINST 5100.19</li> <li>• Clean and inspect HAZMAT containers</li> <li>• Identify HAZMAT label markings</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• OPNAVINST 5100.19</li> <li>• Hazardous Material User's Guide (HMUG)</li> </ul>
<i>Exam Expectations</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on handling, disposing, and storage of HAZMAT.

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General LI <i>Skill Area</i>	<b>ELECTRONIC PREPRESS</b>
A <i>skill</i> you are expected to perform from the General Skill Area above:	<b>Operate a personal computer (PC) to create single and multiple page layouts</b>
<i>Knowledge</i> you should have to perform this skill:	Recall procedures used to operate a personal computer to include the following: <ul style="list-style-type: none"> <li>• Document creation and layout</li> <li>• Software usage</li> <li>• Design standards</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• Adobe Photoshop User Guide</li> <li>• Microsoft Windows User Guide</li> <li>• Microsoft Word User Manual</li> <li>• PageMaker User Guide</li> <li>• WordPerfect User Guide</li> <li>• The Lithographers Manual – GATF</li> <li>• SECNAVINST 5602.6</li> <li>• SECNAVINST 5603.2</li> <li>• OPNAVINST 1710.7</li> </ul>
<i>Exam Expectations</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on computer operations such as creating, formatting, editing, searching, and replacing text. Additionally you can anticipate items concerning various software applications, layout creation, design standards, document storage, and text and graphic importing.



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General LI <i>Skill Area</i>	<b>ELECTRONIC PREPRESS</b>
A <i>skill</i> you are expected to perform from the General Skill Area above:	<b>Proofread layouts</b>
<i>Knowledge</i> you should have to perform this skill:	<ul style="list-style-type: none"> <li>• Recall proofreader marks</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• The Lithographers Manual – GATF</li> </ul>
<i>Exam Expectations</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on the use and functions of proofreader marks.

## Advancement Handbook for LI3

General LI <i>Skill Area</i>	<b>ELECTRONIC PREPRESS</b>
A <i>skill</i> you are expected to perform from the General Skill Area above:	<b>Scale copy and photographs</b>
<i>Knowledge</i> you should have to perform this skill:	<p>Recall procedures used to scale originals to include the following:</p> <ul style="list-style-type: none"> <li>• Manually computing reductions or enlargements</li> <li>• Use of proportion scale</li> <li>• Layout project dimensions</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• The Lithographers Manual – GATF</li> </ul>
<i>Exam Expectations</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on the computation of reducing and enlarging copy, and the use of points, picas, and inches.

## Advancement Handbook for LI3

General LI <i>Skill Area</i>	<b>ELECTRONIC PREPRESS</b>
A <i>skill</i> you are expected to perform from the General Skill Area above:	<b>Scan images</b>
<i>Knowledge</i> you should have to perform this skill:	<p>Identify procedures used to scan images to include the following:</p> <ul style="list-style-type: none"> <li>• Image manipulation</li> <li>• Image cropping</li> <li>• Formatting, saving, and storing images</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• The Lithographers Manual – GATF</li> <li>• Adobe Photoshop User Guide</li> <li>• Microsoft Windows User Guide</li> <li>• Xerox DocuTech Operator Reference Guide</li> <li>• Xerox DocuColor 40 Operator Manual</li> </ul>
<i>Exam Expectations</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on scanning and cropping images. You can also expect items concerning image manipulation, color correction, and file formatting and file saving.

## Advancement Handbook for LI3

General LI <i>Skill Area</i>	<b>ELECTRONIC PREPRESS</b>
A <i>skill</i> you are expected to perform from the General Skill Area above:	<b>Print documents</b>
<i>Knowledge</i> you should have to perform this skill:	<p>Recall procedures for printing documents manually or electronically to output devices to include the following:</p> <ul style="list-style-type: none"> <li>• Reproducing documents</li> <li>• Accessing, selecting, and configuring output devices</li> <li>• Verify output copy with job specification proof sheet requirements</li> <li>• Comply with copyright laws</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• Microsoft Windows User Guide</li> <li>• Microsoft Word User's Manual</li> <li>• PageMaker User Guide</li> <li>• WordPerfect User Guide</li> <li>• The Lithographers Manual – GATF</li> <li>• SECNAVINST 5870.5</li> </ul>
<i>Exam Expectations</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on reproducing documents on conventional and electronic equipment.

## Advancement Handbook for LI3

General LI <i>Skill Area</i>	<b>COPY CAMERA OPERATIONS</b>
<i>A skill</i> you are expected to perform from the General Skill Area above:	<b>Produce line negatives, film positives, and halftone negatives</b>
<i>Knowledge</i> you should have to perform this skill:	<p>Recall procedures used to produce negatives and positives to include the following:</p> <ul style="list-style-type: none"> <li>• Measure tonal ranges</li> <li>• Mix photographic solutions</li> <li>• Select film</li> <li>• Select filters</li> <li>• Select halftone screens</li> <li>• Expose and develop film</li> <li>• Enlarge and reduce images</li> <li>• Inspect negatives, positives, and halftones and correct photographic problems</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• The Lithographers Manual – GATF</li> </ul>
<i>Exam Expectations</i> These are subject areas you should know to help you answer exam questions correctly:	<p>You can expect questions on exposing and developing halftones, line negatives and positives, and mixing chemicals. You can also anticipate items concerning selection of film, filters, halftone screens, enlargement, reduction, inspecting and correcting problems associated with producing photographic materials.</p>

## Advancement Handbook for LI3

General LI <i>Skill Area</i>	<b>FILM ASSEMBLY</b>
A <i>skill</i> you are expected to perform from the General Skill Area above:	<b>Assemble negatives, positives, and halftones on masking sheets</b>
<i>Knowledge</i> you should have to perform this skill:	<p>Identify procedures used to strip conventional reproduction work to include the following:</p> <ul style="list-style-type: none"> <li>• Prepare impositions and flats</li> <li>• Assemble film to masking sheets</li> <li>• Opaque negatives and delete unwanted areas from film positives</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• The Lithographers Manual – GATF</li> </ul>
<i>Exam Expectations</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on impositions, film assembly, and opaquing.

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General LI <i>Skill Area</i>	<b>PLATEMAKING</b>
A <i>skill</i> you are expected to perform from the General Skill Area above:	<b>Produce plates using manual methods or automatic processors</b>
<i>Knowledge</i> you should have to perform this skill:	<p>Recall procedures used to produce printing plates to include the following:</p> <ul style="list-style-type: none"> <li>• Perform platemaker operator checks</li> <li>• Expose, process, and inspect plates</li> <li>• Preserve plates</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• The Lithographers Manual – GATF</li> </ul>
<i>Exam Expectations</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on exposing, processing, inspecting, and preserving offset printing plates.

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General LI <i>Skill Area</i>	<b>ELECTRONIC PUBLISHING SYSTEMS</b>
A <i>skill</i> you are expected to perform from the General Skill Area above:	<b>Log in work requests</b>
<i>Knowledge</i> you should have to perform this skill:	<p>Recall the procedures for logging work requests into publishing systems to include the following:</p> <ul style="list-style-type: none"> <li>• Create job tickets</li> <li>• Modify job tickets</li> <li>• File job tickets</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• Xerox DocuTech Operator Reference Guide</li> </ul>
<i>Exam Expectations</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on the creation, modification, and filing of job tickets on electronic publishing systems.



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General LI <i>Skill Area</i>	<b>ELECTRONIC PUBLISHING SYSTEMS</b>
A <i>skill</i> you are expected to perform from the General Skill Area above:	<b>Load, modify, and file documents</b>
<i>Knowledge</i> you should have to perform this skill:	<p>Recall the procedures for handling documents in publishing systems to include the following:</p> <ul style="list-style-type: none"> <li>• Load documents</li> <li>• Modify documents</li> <li>• Filing documents</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• Xerox DocuTech Operator Reference Guide</li> </ul>
<i>Exam Expectations</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on document loading, modification, and filing on electronic publishing systems.

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General LI <i>Skill Area</i>	<b>ELECTRONIC PUBLISHING SYSTEMS</b>
A <i>skill</i> you are expected to perform from the General Skill Area above:	<b>Modify print attributes, select bindery and finishing options</b>
<i>Knowledge</i> you should have to perform this skill:	<p>Recall the procedures for modifying job ticket options to include the following:</p> <ul style="list-style-type: none"> <li>• Modify print attributes</li> <li>• Select image qualities</li> <li>• Modify bindery and finishing options</li> <li>• Select print output destination</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• Xerox DocuTech Operator Reference Guide</li> </ul>
<i>Exam Expectations</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on job ticket modifications dealing with print attributes, image quality, bindery and finishing options, and print output destinations.

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General LI <i>Skill Area</i>	<b>ELECTRONIC PUBLISHING SYSTEMS</b>
A <i>skill</i> you are expected to perform from the General Skill Area above:	<b>Digitally merge, replace, mask, and copy images</b>
<i>Knowledge</i> you should have to perform this skill:	<p>Recall the procedures for modifying scanned images to include the following:</p> <ul style="list-style-type: none"> <li>• Merge images</li> <li>• Replace images</li> <li>• Mask images</li> <li>• Copy images</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• Xerox DocuTech Operator Reference Guide</li> </ul>
<i>Exam Expectations</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on merging, replacing, digitally masking, and digitally copying images.

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General LI <i>Skill Area</i>	<b>EQUIPMENT MAINTENANCE</b>
A <i>skill</i> you are expected to perform from the General Skill Area above:	<b>Inspect copiers, replenish fuser agent, dry ink, and binding consumables</b>
<i>Knowledge</i> you should have to perform this skill:	<p>Recall the procedures for copier key operator level maintenance tasks to include the following:</p> <ul style="list-style-type: none"> <li>• Verifying and replenishing fuser agent levels</li> <li>• Verifying and replenishing dry ink</li> <li>• Removing and replacing stitcher wire</li> <li>• Removing and replacing binder tapes</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• Xerox DocuTech Operator Reference Guide</li> <li>• Xerox DocuColor 40 Operator Manual</li> </ul>
<i>Exam Expectations</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on checking and replenishing fuser agents, dry ink, and binding materials.

## Advancement Handbook for LI3

General LI <i>Skill Area</i>	<b>EQUIPMENT MAINTENANCE</b>
A <i>skill</i> you are expected to perform from the General Skill Area above:	<b>Operate, clean, inspect, lubricate, and troubleshoot bindery equipment</b>
<i>Knowledge</i> you should have to perform this skill:	<p>Recall the procedures for operating and performing bindery maintenance tasks to include the following:</p> <ul style="list-style-type: none"> <li>• Remove and replace stitcher heads</li> <li>• Test and inspect stitchers</li> <li>• Remove and replace stitcher wire</li> <li>• Clean and sharpen paper drill bits</li> <li>• Clean and lubricate folders</li> <li>• Test and inspect folders</li> <li>• Clean and lubricate paper cutters</li> <li>• Test and inspect paper cutters</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• Xerox DocuTech Operator Reference Guide</li> <li>• Xerox DocuTech Signature Booklet Maker Operator Reference Guide</li> <li>• Technical Manual for Operation and Maintenance, Stitcher No.7</li> <li>• Baum 714 Ultrafold Operation Manual</li> <li>• Challenge 265 &amp; 305 HAE &amp; HBE Power Cutters Instruction and Parts Manual</li> <li>• Challenge Diamond 26 Power Paper Cutter Instruction and Parts Manual</li> <li>• Challenge Paper Drill Operator Manual</li> <li>• OPNAVINST 4790.4</li> </ul>
<i>Exam Expectations</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on operating, maintaining and troubleshooting bindery equipment.

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General LI <i>Skill Area</i>	<b>EQUIPMENT MAINTENANCE</b>
A <i>skill</i> you are expected to perform from the General Skill Area above:	<b>Clean, lubricate, test, and inspect sheet fed presses</b>
<i>Knowledge</i> you should have to perform this skill:	Identify the procedures performed concerning maintenance of sheet fed presses to include the following: <ul style="list-style-type: none"> <li>• Cleaning and lubricating</li> <li>• Testing and inspecting</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• The Lithographers Manual – GATF</li> </ul>
<i>Exam Expectations</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on cleaning, lubricating, testing, and inspecting sheet fed presses.

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General LI <i>Skill Area</i>	<b>EQUIPMENT MAINTENANCE</b>
A <i>skill</i> you are expected to perform from the General Skill Area above:	<b>Clean and inspect non-impact printers</b>
<i>Knowledge</i> you should have to perform this skill:	Identify the procedures performed concerning non-impact printers to include the following: <ul style="list-style-type: none"> <li>• Cleaning</li> <li>• Testing and inspecting</li> <li>• Troubleshooting</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• The Lithographers Manual – GATF</li> <li>• LaserJet III User's Manual</li> <li>• LaserJet 4 Plus User's Manual</li> </ul>
<i>Exam Expectations</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on cleaning, testing and inspecting, and troubleshooting non-impact printers.

## Advancement Handbook for LI3

General LI <i>Skill Area</i>	<b>OFFSET PRESS OPERATIONS</b>
A <i>skill</i> you are expected to perform from the General Skill Area above:	<b>Produce a printed product</b>
<i>Knowledge</i> you should have to perform this skill:	Recall the procedures for operating a sheet fed offset press to include the following: <ul style="list-style-type: none"> <li>• Preparation of fountain solutions</li> <li>• Conducting operator checks</li> <li>• Producing a printed product</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• The Lithographers Manual – GATF</li> </ul>
<i>Exam Expectations</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on the procedures followed to produce a printed product on a sheet fed press.



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General LI <i>Skill Area</i>	<b>DIGITAL DUPLICATOR OPERATIONS</b>
<i>A skill</i> you are expected to perform from the General Skill Area above:	<b>Remove and replace print cylinders and color ink cartridges</b>
<i>Knowledge</i> you should have to perform this skill:	Recall the procedures for operating a digital duplicator to include the following: <ul style="list-style-type: none"> <li>• Removing and replacing print cylinders</li> <li>• Removing and replacing color ink cartridges</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• RISOGRAPH 6300 Operation Guide</li> <li>• RISOGRAPH GR2750/GR3750 User's Guide</li> </ul>
<i>Exam Expectations</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on removing and replacing print cylinders and color ink cartridges.

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General LI <i>Skill Area</i>	<b>DIGITAL DUPLICATOR OPERATIONS</b>
A <i>skill</i> you are expected to perform from the General Skill Area above:	<b>Remove and replace thermal master cartridges</b>
<i>Knowledge</i> you should have to perform this skill:	Recall the procedures for operating a digital duplicator to include the following: <ul style="list-style-type: none"> <li>• Removing and replacing thermal master cartridges</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• RISOGRAPH 6300 Operation Guide</li> <li>• RISOGRAPH GR2750/GR3750 User's Guide</li> </ul>
<i>Exam Expectations</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on removing and replacing thermal master cartridges.

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General LI <i>Skill Area</i>	<b>DIGITAL DUPLICATOR OPERATIONS</b>
A <i>skill</i> you are expected to perform from the General Skill Area above:	<b>Perform digital duplicator operator checks</b>
<i>Knowledge</i> you should have to perform this skill:	Recall the procedures for operating a digital duplicator to include the following: <ul style="list-style-type: none"> <li>• Perform operator checks</li> <li>• Perform setup operations to produce a printed product</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• RISOGRAPH 6300 Operation Guide</li> <li>• RISOGRAPH GR2750/GR3750 User's Guide</li> </ul>
<i>Exam Expectations</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on conducting operator checks and setting up a duplicator to produce a printed product.

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General LI <i>Skill Area</i>	<b>COPIER OPERATIONS</b>
A <i>skill</i> you are expected to perform from the General Skill Area above:	<b>Copy documents</b>
<i>Knowledge</i> you should have to perform this skill:	<p>Identify the procedures followed concerning copying documents to include the following:</p> <ul style="list-style-type: none"> <li>• Selecting paper requirements</li> <li>• Loading paper</li> <li>• Selecting print requirements</li> <li>• Selecting finishing requirements</li> <li>• Clearing paper jams</li> <li>• Replacing toner/dry ink</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• The Lithographers Manual – GATF</li> <li>• Xerox DocuTech Operator Reference Guide</li> <li>• Xerox DocuColor 40 Operator Manual</li> </ul>
<i>Exam Expectations</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on paper selection requirements, paper loading, selecting print and finishing requirements, clearing paper jams and troubleshooting, and replacing toner/dry ink.

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General LI <i>Skill Area</i>	<b>PAPER AND INK</b>
A <i>skill</i> you are expected to perform from the General Skill Area above:	<b>Select ink and paper</b>
<i>Knowledge</i> you should have to perform this skill:	Recall the procedures for selecting ink and paper to include the following: <ul style="list-style-type: none"> <li>• Ink characteristics</li> <li>• Paper characteristics</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• The Lithographers Manual – GATF</li> </ul>
<i>Exam Expectations</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on ink and paper characteristics.

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General LI <i>Skill Area</i>	<b>BINDERY</b>
A <i>skill</i> you are expected to perform from the General Skill Area above:	<b>Trim finished work</b>
<i>Knowledge</i> you should have to perform this skill:	<p>Recall the procedures for operating a paper cutter to include the following:</p> <ul style="list-style-type: none"> <li>• Performing operational checks</li> <li>• Changing cutter sticks</li> <li>• Completing required cuts from stock paper sizes</li> <li>• Trim finished work</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• The Lithographers Manual – GATF</li> <li>• Challenge 265 &amp; 305 HAE &amp; HBE Power Cutters Instruction and Parts Manual</li> <li>• Challenge Diamond 26 Power Paper Cutter Instruction and Parts Manual</li> </ul>
<i>Exam Expectations</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on performing operational checks, changing cutter sticks, cutting down stock paper, and trimming finished work.

## Advancement Handbook for LI3

General LI <i>Skill Area</i>	<b>BINDERY</b>
A <i>skill</i> you are expected to perform from the General Skill Area above:	<b>Drill holes in paper</b>
<i>Knowledge</i> you should have to perform this skill:	Recall the procedures for operating a paper drill to include the following: <ul style="list-style-type: none"> <li>• Performing operational checks</li> <li>• Drilling holes in paper</li> <li>• Drill setup</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• Challenge Paper Drill Operators Manual</li> </ul>
<i>Exam Expectations</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on performing paper drill operational checks, setup, and problem solving.

## Advancement Handbook for LI3

General LI <i>Skill Area</i>	<b>BINDERY</b>
A <i>skill</i> you are expected to perform from the General Skill Area above:	<b>Stitch finished work</b>
<i>Knowledge</i> you should have to perform this skill:	<p>Recall the procedures for setting up and operating standard, and in-line stitchers to include the following:</p> <ul style="list-style-type: none"> <li>• Performing standard stitcher operational checks</li> <li>• Performing in-line stitcher operational checks</li> <li>• Locking or unlocking compiler module</li> <li>• Changing compiler plates</li> <li>• Adjusting compiler module for stock sizes</li> <li>• Adjusting stitcher</li> <li>• Positioning stitcher heads</li> <li>• Positioning clinchers</li> <li>• Adjusting paper stops</li> <li>• Stitching finished work</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• Technical Manual for Operation and Maintenance, Stitcher No.7</li> <li>• Xerox DocuTech Signature Booklet Maker Operator Reference Guide</li> </ul>
<i>Exam Expectations</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on performing operational checks, and setup procedures for standard and in-line stitchers.



## Advancement Handbook for LI3

General LI <i>Skill Area</i>	<b>BINDERY</b>
A <i>skill</i> you are expected to perform from the General Skill Area above:	<b>Program tabletop folders</b>
<i>Knowledge</i> you should have to perform this skill:	Recall the procedures for programming tabletop folders to include the following: <ul style="list-style-type: none"> <li>• Performing operator checks</li> <li>• Adjusting folder to job stock sizes</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• Baum 714 Ultrafold Operation Manual</li> </ul>
<i>Exam Expectations</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on programming, setting up, and performing operational checks on tabletop folders.

## Part 2

### Advancement Handbook for LI2

## Advancement Handbook for LI2

General LI <i>Skill Area</i>	<b>PRINTING MANAGEMENT</b>
A <i>skill</i> you are expected to perform from the General Skill Area above:	<b>Monitor classified material reproduction</b>
<i>Knowledge</i> you should have to perform this skill:	<p>Recall the regulations and procedures for reproducing classified material to include the following:</p> <ul style="list-style-type: none"> <li>• Accessing</li> <li>• Handling</li> <li>• Destruction</li> <li>• Marking</li> <li>• Storing</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• SECNAVINST 5510.30</li> <li>• SECNAVINST 5510.36</li> </ul>
<i>Exam Expectations</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on requirements for accessing, handling, disposing, storing, and marking classified material.

## Advancement Handbook for LI2

General LI <i>Skill Area</i>	<b>PRINTING MANAGEMENT</b>
A <i>skill</i> you are expected to perform from the General Skill Area above:	<b>Conduct Joint Congressional Print (JCP Form 5) Inventory</b>
<i>Knowledge</i> you should have to perform this skill:	<p>Identify the procedures used to conduct and record JCP Form 5 inventory to include the following:</p> <ul style="list-style-type: none"> <li>• Submission requirements</li> <li>• Serial number</li> <li>• Equipment nomenclature</li> <li>• Equipment age</li> <li>• Equipment condition</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• DPSINST 5603.1</li> </ul>
<i>Exam Expectations</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on the requirements and procedures for completing and submitting JCP inventories.

## Advancement Handbook for LI2

General LI <i>Skill Area</i>	<b>PRINTING MANAGEMENT</b>
A <i>skill</i> you are expected to perform from the General Skill Area above:	<b>Inspect hazardous material (HAZMAT) storage areas</b>
<i>Knowledge</i> you should have to perform this skill:	<p>Identify the procedures used to handle, dispose, and store HAZMAT to include the following:</p> <ul style="list-style-type: none"> <li>• Review material safety data sheets (MSDS)</li> <li>• Review Hazardous Material User's Guide (HMUG)</li> <li>• Review OPNAVINST 5100.19</li> <li>• Clean and inspect HAZMAT containers</li> <li>• Identify HAZMAT label markings</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• OPNAVINST 5100.19</li> <li>• Hazardous Material User's Guide (HMUG)</li> </ul>
<i>Exam Expectations</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on handling, disposing, and storage of HAZMAT.

## Advancement Handbook for LI2

General LI <i>Skill Area</i>	<b>ELECTRONIC PREPRESS</b>
A <i>skill</i> you are expected to perform from the General Skill Area above:	<b>Prepare digital spot or process color reproduction layouts</b>
<i>Knowledge</i> you should have to perform this skill:	<p>Identify the procedures used to operate a personal computer to include the following:</p> <ul style="list-style-type: none"> <li>• Document creation and layout</li> <li>• Software usage</li> <li>• Design standards</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• Adobe Photoshop User Guide</li> <li>• Microsoft Windows User Guide</li> <li>• Microsoft Word User Manual</li> <li>• PageMaker User Guide</li> <li>• WordPerfect User Guide</li> <li>• The Lithographers Manual – GATF</li> <li>• SECNAVINST 5602.6</li> <li>• SECNAVINST 5603.2</li> </ul>
<i>Exam Expectations</i> These are subject areas you should know to help you answer exam questions correctly:	<p>You can expect questions on computer operations such as creating, formatting, editing, searching, and replacing text. Additionally you can anticipate items concerning various software applications, layout creation, design standards, document storage, text and graphic importing and color reproduction requirements.</p>

## Advancement Handbook for LI2

General LI <i>Skill Area</i>	<b>ELECTRONIC PREPRESS</b>
A <i>skill</i> you are expected to perform from the General Skill Area above:	<b>Update document automation center software requirements</b>
<i>Knowledge</i> you should have to perform this skill:	<p>Recall the procedures used to operate a personal computer to include the following:</p> <ul style="list-style-type: none"> <li>• Install and upgrade microcomputer software packages</li> <li>• Inspect computer work stations for unauthorized software</li> <li>• Purge unauthorized and classified software from computer work stations</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• The Lithographers Manual – GATF</li> <li>• Microsoft Windows User Guide</li> </ul>
<i>Exam Expectations</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on installing, upgrading, and removing software applications on personal computers.

## Advancement Handbook for LI2

General LI <i>Skill Area</i>	<b>ELECTRONIC PREPRESS</b>
A <i>skill</i> you are expected to perform from the General Skill Area above:	<b>Diagnose microcomputer virus infections</b>
<i>Knowledge</i> you should have to perform this skill:	<p>Recall the procedures used to operate a personal computer to include the following:</p> <ul style="list-style-type: none"> <li>• Scanning for computer viruses</li> <li>• Virus removal</li> <li>• Submitting virus infection reports</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• OPNAVINST 2201.2</li> <li>• Norton Anti-Virus User Guide</li> <li>• McAfee AntiVirus User Guide</li> </ul>
<i>Exam Expectations</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on scanning, removing, and reporting virus infections on personal computers.



## Advancement Handbook for LI2

General LI <i>Skill Area</i>	<b>FILM ASSEMBLY</b>
A <i>skill</i> you are expected to perform from the General Skill Area above:	<b>Verify job dummy impositions and job flats</b>
<i>Knowledge</i> you should have to perform this skill:	<p>Recall the procedures used to strip conventional reproduction work to include the following:</p> <ul style="list-style-type: none"> <li>• Prepare impositions and flats</li> <li>• Assemble film to masking sheets</li> <li>• Opaque negatives and delete unwanted areas from film positives</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• The Lithographers Manual – GATF</li> </ul>
<i>Exam Expectations</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on impositions, film assembly, and opaquing.

## Advancement Handbook for LI2

General LI <i>Skill Area</i>	<b>ELECTRONIC PUBLISHING SYSTEMS</b>
A <i>skill</i> you are expected to perform from the General Skill Area above:	<b>Update electronic job tickets</b>
<i>Knowledge</i> you should have to perform this skill:	<p>Recall the procedures for logging work requests into publishing systems to include the following:</p> <ul style="list-style-type: none"> <li>• Create job tickets</li> <li>• Modify job tickets</li> <li>• File job tickets</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• Xerox DocuTech Operator Reference Guide</li> </ul>
<i>Exam Expectations</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on the creation, modification, and filing of job tickets on electronic publishing systems.

## Advancement Handbook for LI2

General LI <i>Skill Area</i>	<b>ELECTRONIC PUBLISHING SYSTEMS</b>
A <i>skill</i> you are expected to perform from the General Skill Area above:	<b>Monitor and update job manager files and network job files</b>
<i>Knowledge</i> you should have to perform this skill:	<p>Identify the procedures for handling documents in publishing systems to include the following:</p> <ul style="list-style-type: none"> <li>• Load documents</li> <li>• Modify documents</li> <li>• Filing documents</li> <li>• Reproducing network jobs</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• Xerox DocuTech Operator Reference Guide</li> </ul>
<i>Exam Expectations</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on document loading, modification, filing, and running network jobs on electronic publishing systems.

## Advancement Handbook for LI2

General LI <i>Skill Area</i>	<b>ELECTRONIC PUBLISHING SYSTEMS</b>
A <i>skill</i> you are expected to perform from the General Skill Area above:	<b>Create customer accounts</b>
<i>Knowledge</i> you should have to perform this skill:	<p>Recall the procedures for configuring publishing systems to include the following:</p> <ul style="list-style-type: none"> <li>• Creating customer accounts</li> <li>• Modifying customer accounts</li> <li>• Configure billing information</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• Xerox DocuTech Operator Reference Guide</li> </ul>
<i>Exam Expectations</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on creating and modifying customer accounts and billing information.

## Advancement Handbook for LI2

General LI <i>Skill Area</i>	<b>ELECTRONIC PUBLISHING SYSTEMS</b>
A <i>skill</i> you are expected to perform from the General Skill Area above:	<b>Troubleshoot publishing systems</b>
<i>Knowledge</i> you should have to perform this skill:	<p>Recall the procedures for key operator level troubleshooting of publishing systems to include the following:</p> <ul style="list-style-type: none"> <li>• Select diagnostics icons</li> <li>• Isolate system faults</li> <li>• Troubleshoot system faults</li> <li>• Correct system faults</li> <li>• Preventive maintenance</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• Xerox DocuTech Operator Reference Guide</li> </ul>
<i>Exam Expectations</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on troubleshooting and maintaining publishing systems.

## Advancement Handbook for LI2

General LI <i>Skill Area</i>	<b>ELECTRONIC PUBLISHING SYSTEMS</b>
A <i>skill</i> you are expected to perform from the General Skill Area above:	<b>Produce digital spot or process color reproductions</b>
<i>Knowledge</i> you should have to perform this skill:	<p>Recognize the procedures for reproducing color work to include the following:</p> <ul style="list-style-type: none"> <li>• Color theory</li> <li>• Color characteristics</li> <li>• Color reproduction requirements</li> <li>• Color evaluation and correction</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• The Lithographers Manual – GATF</li> </ul>
<i>Exam Expectations</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on color principles and techniques used in color reproduction.

## Advancement Handbook for LI2

General LI <i>Skill Area</i>	<b>EQUIPMENT MAINTENANCE</b>
A <i>skill</i> you are expected to perform from the General Skill Area above:	<b>Change paper cutter knifeblades</b>
<i>Knowledge</i> you should have to perform this skill:	<p>Identify the procedures for changing paper cutter blades to include the following:</p> <ul style="list-style-type: none"> <li>• Knife tool usage</li> <li>• Blade removal</li> <li>• Blade replacement</li> <li>• Blade adjustment</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• Challenge 265 &amp; 305 HAE &amp; HBE Power Cutters Instruction and Parts Manual</li> <li>• Challenge Diamond 26 Power Paper Cutter Instruction and Parts Manual</li> </ul>
<i>Exam Expectations</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on cutter blade removal, replacement, adjustment, and troubleshooting.

## Advancement Handbook for LI2

General LI <i>Skill Area</i>	<b>EQUIPMENT MAINTENANCE</b>
A <i>skill</i> you are expected to perform from the General Skill Area above:	<b>Remove and replace in-line stitchers mechanical components</b>
<i>Knowledge</i> you should have to perform this skill:	<p>Recognize the procedures for operating and performing maintenance tasks on in-line stitchers to include the following:</p> <ul style="list-style-type: none"> <li>• Removing and replacing stitcher heads</li> <li>• Testing and inspecting stitchers</li> <li>• Removing and replacing stitcher wire and staples</li> <li>• Removing and replacing wire drivers</li> <li>• Removing, replacing, and adjusting clinchers</li> <li>• Troubleshooting improperly formed stitches</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• Xerox DocuTech Signature Booklet Maker Operator Reference Guide</li> </ul>
<i>Exam Expectations</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on operating, maintaining, and troubleshooting in-line stitchers.



## Advancement Handbook for LI2

General LI <i>Skill Area</i>	<b>EQUIPMENT MAINTENANCE</b>
A <i>skill</i> you are expected to perform from the General Skill Area above:	<b>Remove and replace standard stitchers mechanical components</b>
<i>Knowledge</i> you should have to perform this skill:	<p>Recognize the procedures for operating and performing maintenance tasks on standard stitchers to include the following:</p> <ul style="list-style-type: none"> <li>• Removing and replacing stitcher heads</li> <li>• Testing and inspecting stitchers</li> <li>• Removing and replacing stitcher wire and staples</li> <li>• Removing and replacing wire drivers</li> <li>• Removing, replacing, and adjusting clinchers</li> <li>• Troubleshooting improperly formed stitches</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• Technical Manual for Operation and Maintenance, Stitcher No.7</li> </ul>
<i>Exam Expectations</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on operating, maintaining, and troubleshooting standard stitchers.

## Advancement Handbook for LI2

General LI <i>Skill Area</i>	<b>DIGITAL DUPLICATOR OPERATIONS</b>
<i>A skill</i> you are expected to perform from the General Skill Area above:	<b>Troubleshoot, and remove and replace mechanical components of digital duplicators</b>
<i>Knowledge</i> you should have to perform this skill:	<p>Recall the procedures for operating a digital duplicator to include the following:</p> <ul style="list-style-type: none"> <li>• Removing and replacing print cylinders</li> <li>• Removing and replacing color ink cartridges</li> <li>• Removing and replacing masters</li> <li>• Troubleshooting tips for correcting problems</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• RISOGRAPH 6300 Operation Guide</li> <li>• RISOGRAPH GR2750/GR3750 User's Guide</li> </ul>
<i>Exam Expectations</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on removing and replacing print cylinders, color ink cartridges, masters, and troubleshooting.

## Part 3

### Advancement Handbook for LI1

## Advancement Handbook for LI1

General LI <i>Skill Area</i>	<b>PRINTING MANAGEMENT</b>
A <i>skill</i> you are expected to perform from the General Skill Area above:	<b>Implement hazardous material (HAZMAT) waste disposal methods</b>
<i>Knowledge</i> you should have to perform this skill:	<p>Identify the procedures used to dispose of HAZMAT to include the following:</p> <ul style="list-style-type: none"> <li>• Review material safety data sheets (MSDS)</li> <li>• Review Hazardous Material User's Guide (HMUG)</li> <li>• Review OPNAVINST 5100.19</li> <li>• Identify HAZMAT label markings</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• OPNAVINST 5100.19</li> <li>• Hazardous Material User's Guide (HMUG)</li> </ul>
<i>Exam Expectations</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on handling and disposal of HAZMAT.

## Advancement Handbook for LI1

General LI <i>Skill Area</i>	<b>PRINTING MANAGEMENT</b>
A <i>skill</i> you are expected to perform from the General Skill Area above:	<b>Verify Joint Congressional Printing Report (JCP Form 5)</b>
<i>Knowledge</i> you should have to perform this skill:	<p>Identify the procedures used to conduct and record JCP Form 5 inventory to include the following:</p> <ul style="list-style-type: none"> <li>• Submission requirements</li> <li>• Serial number</li> <li>• Equipment nomenclature</li> <li>• Equipment age</li> <li>• Equipment condition</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• DPSINST 5603.1</li> </ul>
<i>Exam Expectations</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on the requirements and procedures for completing and submitting JCP inventories.

## Advancement Handbook for LI1

General LI <i>Skill Area</i>	<b>PRINTING MANAGEMENT</b>
A <i>skill</i> you are expected to perform from the General Skill Area above:	<b>Conduct production planning, calculate operating costs, and estimate printing job costs</b>
<i>Knowledge</i> you should have to perform this skill:	Recall the procedures used to plan printing production to include the following: <ul style="list-style-type: none"> <li>• Calculate print shop operating costs</li> <li>• Estimate printing job costs</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• The Lithographers Manual – GATF</li> </ul>
<i>Exam Expectations</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on production planning, job cost estimating and print shop operating cost budgeting.

## Advancement Handbook for LI1

General LI <i>Skill Area</i>	<b>PRINTING MANAGEMENT</b>
A <i>skill</i> you are expected to perform from the General Skill Area above:	<b>Provide technical printing assistance, research equipment and material procurement, and provide technical guidance on equipment installation</b>
<i>Knowledge</i> you should have to perform this skill:	Recall the procedures used to manage and operate a print shop to include the following: <ul style="list-style-type: none"> <li>• Provide technical printing assistance</li> <li>• Research printing equipment and material procurement</li> <li>• Provide technical guidance on print shop equipment installation</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• The Lithographers Manual – GATF</li> <li>• NAVSUPINST 5600.44</li> </ul>
<i>Exam Expectations</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on providing technical printing assistance, procuring printing equipment and materials, and providing technical guidance on print shop equipment installation.

## Advancement Handbook for LI1

General LI <i>Skill Area</i>	<b>ELECTRONIC PUBLISHING SYSTEMS</b>
A <i>skill</i> you are expected to perform from the General Skill Area above:	<b>Enable document handlers, booklet makers, collators, and binders</b>
<i>Knowledge</i> you should have to perform this skill:	<p>Recognize the procedures used for configuring electronic publishing systems components to include the following:</p> <ul style="list-style-type: none"> <li>• Enable document handlers</li> <li>• Enable booklet makers</li> <li>• Enable collators</li> <li>• Enable binders</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• Xerox DocuTech Operator Reference Guide</li> </ul>
<i>Exam Expectations</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on configuring electronic publishing systems components.



## Advancement Handbook for LI1

General LI <i>Skill Area</i>	<b>ELECTRONIC PUBLISHING SYSTEMS</b>
A <i>skill</i> you are expected to perform from the General Skill Area above:	<b>Create merge libraries, create and edit special pages</b>
<i>Knowledge</i> you should have to perform this skill:	Identify the procedures used for operating publishing systems to include the following: <ul style="list-style-type: none"> <li>• Create and edit merge library items and special pages</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• Xerox DocuTech Operator Reference Guide</li> </ul>
<i>Exam Expectations</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on creating and editing merge library items and special pages.

## Advancement Handbook for LI1

General LI <i>Skill Area</i>	<b>ELECTRONIC PUBLISHING SYSTEMS</b>
A <i>skill</i> you are expected to perform from the General Skill Area above:	<b>Adjust image densities</b>
<i>Knowledge</i> you should have to perform this skill:	<p>Recall the procedures used for adjusting image densities on electronic publishing systems to include the following equipment:</p> <ul style="list-style-type: none"> <li>• Xerox DocuTech</li> <li>• Xerox DocuColor 40</li> <li>• Electronic duplicators</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• Xerox DocuTech Operator Reference Guide</li> <li>• Xerox DocuColor 40 Operator Manual</li> <li>• RISOGRAPH 6300 Operation Guide</li> <li>• RISOGRAPH GR2750/GR3750 User's Guide</li> </ul>
<i>Exam Expectations</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on adjusting and troubleshooting image densities on electronic output devices.

## Advancement Handbook for LI1

General LI <i>Skill Area</i>	<b>ELECTRONIC PUBLISHING SYSTEMS</b>
A <i>skill</i> you are expected to perform from the General Skill Area above:	<b>Create user security profiles</b>
<i>Knowledge</i> you should have to perform this skill:	<p>Identify the procedures used for operating publishing systems to include the following:</p> <ul style="list-style-type: none"> <li>• Creating and editing user security profiles</li> <li>• Creating, editing, monitoring, and deleting user access files</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• Xerox DocuTech Operator Reference Guide</li> </ul>
<i>Exam Expectations</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on creating, editing, and monitoring user profiles.

## Advancement Handbook for LI1

General LI <i>Skill Area</i>	<b>ELECTRONIC PUBLISHING SYSTEMS</b>
A <i>skill</i> you are expected to perform from the General Skill Area above:	<b>Set system default settings</b>
<i>Knowledge</i> you should have to perform this skill:	<p>Identify the procedures used for operating publishing systems to include the following:</p> <ul style="list-style-type: none"> <li>• Set job ticket defaults</li> <li>• Set administrator switch defaults</li> <li>• Set network site setting windows</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• Xerox DocuTech Operator Reference Guide</li> </ul>
<i>Exam Expectations</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on setting system defaults.

## Part 4

### Advancement Handbook for LIC

## Advancement Handbook for LIC

General LI <i>Skill Area</i>	<b>PRINTING MANAGEMENT</b>
A <i>skill</i> you are expected to perform from the General Skill Area above:	<b>Submit operating budgets</b>
<i>Knowledge</i> you should have to perform this skill:	Recall the procedures used to plan printing production to include the following: <ul style="list-style-type: none"> <li>• Calculate print shop operating costs</li> <li>• Estimate printing job costs</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• The Lithographers Manual – GATF</li> </ul>
<i>Exam Expectations</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on production planning, job cost estimating, and print shop operating cost budgeting.

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General LI <i>Skill Area</i>	<b>PRINTING MANAGEMENT</b>
A <i>skill</i> you are expected to perform from the General Skill Area above:	<b>Make printing equipment and material procurement recommendations</b>
<i>Knowledge</i> you should have to perform this skill:	Recall the procedures used to manage and operate a print shop to include the following: <ul style="list-style-type: none"> <li>• Recommend printing equipment and material procurement</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• The Lithographers Manual – GATF</li> <li>• NAVSUPINST 5600.44</li> </ul>
<i>Exam Expectations</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on providing procurement of printing equipment and materials.

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General LI <i>Skill Area</i>	<b>PRINTING MANAGEMENT</b>
A <i>skill</i> you are expected to perform from the General Skill Area above:	<b>Advise command on printing regulations</b>
<i>Knowledge</i> you should have to perform this skill:	<p>Identify the regulations and directives required for printing reproduction to include the following:</p> <ul style="list-style-type: none"> <li>• Advising command on printing regulations</li> <li>• Complying with copyright laws</li> </ul>
<i>References</i> you should study to gain the knowledge you need to perform this skill:	<ul style="list-style-type: none"> <li>• OPNAVINST 5510.30</li> <li>• OPNAVINST 5510.36</li> <li>• SECNAVINST 5870.5</li> <li>• SECNAVINST 5603.2</li> <li>• SECNAVINST 5602.6</li> <li>• SECNAVINST 5213.10</li> <li>• OPNAVINST 1710.7</li> </ul>
<i>Exam Expectations</i> These are subject areas you should know to help you answer exam questions correctly:	You can expect questions on printing regulations.



## Appendix 1

### References Used In This Advancement Handbook

<b>Rating</b>	<b>Short Title</b>	<b>Long Title</b>	<b>Chapters/ Paragraphs</b>	<b>Stocking Point</b>
<b>LI3</b>	SECNAVINST 5510.30	Department of the Navy Personnel Security Program	Chapters 6, 8, 9	Note 1 Note 2
	SECNAVINST 5510.36	Department of the Navy (DON) Information Security Program (ISP) Regulation	Chapters 4, 6, 7, 10	Note 1 Note 2
	DPSINST 5603.1	Preparation and Submission of JCP Forms 1, 5, and 6	All	Note 1 Note 2
	OPNAVINST 5100.19	Navy Occupational and Safety and Health (NAVOSH) Program Manual for Forces Afloat	All	Note 1 Note 2
	HMUG	Hazardous Materials User's Guide (HMUG)	All	Note 1
	Adobe Photoshop	Adobe Photoshop User Guide	All	Note 3
	Microsoft Windows	Microsoft Windows User Guide	All	Note 3
	Microsoft Word	Microsoft Word User Manual	All	Note 3
	PageMaker	PageMaker User Guide	All	Note 3
	WordPerfect	WordPerfect User Guide	All	Note 3
	The Lithographers Manual	The Lithographers Manual	All	Note 4
	SECNAVINST 5870.5	Permission to Copy Materials Subject to Copyright	All	Note 1 Note 2
	SECNAVINST 5602.6	Official Letterhead Stationary	All	Note 1 Note 2
	SECNAVINST 5603.2	Printed Matter for Official Ceremonies	All	Note 1 Note 2
	OPNAVINST 1710.7	Social Usage and Protocol Handbook	Chapters 2, 9, 10	Note 1 Note 2
	Xerox DocuTech	Xerox DocuTech Operator Reference Guide	All	Note 5
	Xerox DocuColor 40	Xerox DocuColor 40 Operator Manual	All	Note 5
	Xerox DocuTech SBM	Xerox DocuTech Signature Booklet Maker Operator Reference Guide	All	Note 5
	0391-LP-120-0002	Technical Manual for Operation and Maintenance, Stitcher No.7	All	Note 1
	OPNAVINST 4790.4	Ship's Maintenance Material Management (3-M) Manual	All	Note 1 Note 2
	TP10199-1	Baum 714 UltraFold Friction Feed Installation, Operation, Maintenance, and Parts Manual	All	Note 6
	Diamond 26 Cutter	Challenge Diamond 26 Power Paper Cutter Instruction and Parts Manual (F.18)	All	Note 7
	265 & 305 HAE & HBE Cutters	Challenge 265 & 305 HAE & HBE Power Cutters Instruction and Parts Manual (F.32)	All	Note 7

	Paper Drill	Challenge Paper Drill Operators Manual	All	Note 7
	LaserJet III	LaserJet III User's Manual	All	Note 8
	LaserJet 4 Plus	LaserJet 4 Plus User's Manual	All	Note 8
	RISO 6300	Risograph 6300 Operation Guide	All	Note 9
	RISO GR2750/GR3750	Risograph GR2750/GR3750 User's Guide	All	Note 9
<b>LI2</b>	SECNAVINST 5510.30	Department of the Navy Personnel Security Program	Chapters 6, 8, 9	Note 1 Note 2
	SECNAVINST 5510.36	Department of the Navy (DON) Information Security Program (ISP) Regulation	Chapters 4, 6, 7, 10	Note 1 Note 2
	DPSINST 5603.1	Preparation and Submission of JCP Forms 1, 5, and 6	All	Note 1 Note 2
	OPNAVINST 5100.19	Navy Occupational and Safety and Health (NAVOSH) Program Manual for Forces Afloat	All	Note 1 Note 2
	HMUG	Hazardous Materials User's Guide (HMUG)	All	Note 1
	Adobe Photoshop	Adobe Photoshop User Guide	All	Note 3
	Microsoft Windows	Microsoft Windows User Guide	All	Note 3
	Microsoft Word	Microsoft Word User Manual	All	Note 3
	PageMaker	PageMaker User Guide	All	Note 3
	WordPerfect	WordPerfect User Guide	All	Note 3
	The Lithographers Manual	The Lithographers Manual	All	Note 4
	SECNAVINST 5602.6	Official Letterhead Stationary	All	Note 1 Note 2
	SECNAVINST 5603.2	Printed Matter for Official Ceremonies	All	Note 1 Note 2
	OPNAVINST 2201.2	Navy And Marine Corps Computer Network Incident Response	All	Note 1 Note 2
	Norton Anti-Virus	Norton Anti-Virus User Guide	All	Note 3
	McAfee AntiVirus	McAfee AntiVirus User Guide	All	Note 3
	Xerox DocuTech	Xerox DocuTech Operator Reference Guide	All	Note 5
	Diamond 26 Cutter	Challenge Diamond 26 Power Paper Cutter Instruction and Parts Manual (F.18)	All	Note 7
	265 & 305 HAE & HBE Cutters	Challenge 265 & 305 HAE & HBE Power Cutters Instruction and Parts Manual (F.32)	All	Note 7
	Xerox DocuTech SBM	Xerox DocuTech Signature Booklet Maker Operator Reference Guide	All	Note 5
	0391-LP-120-0002	Technical Manual for Operation and Maintenance, Stitcher No.7	All	Note 1
	RISO 6300	Risograph 6300 Operation Guide	All	Note 9
	RISO GR2750/GR3750	Risograph GR2750/GR3750 User's Guide	All	Note 9

<b>LI1</b>	OPNAVINST 5100.19	Navy Occupational and Safety and Health (NAVOSH) Program Manual for Forces Afloat	All	Note 1 Note 2
	HMUG	Hazardous Materials User's Guide (HMUG)	All	Note 1
	DPSINST 5603.1	Preparation and Submission of JCP Forms 1, 5, and 6	All	Note 1 Note 2
	The Lithographers Manual	The Lithographers Manual	All	Note 4
	NAVSUPINST 5600.44	Reprographics Management Manual	All	Note 1 Note 2
	Xerox DocuTech	Xerox DocuTech Operator Reference Guide	All	Note 5
	Xerox DocuColor 40	Xerox DocuColor 40 Operator Manual	All	Note 5
	RISO 6300	Risograph 6300 Operation Guide	All	Note 9
	RISO GR2750/GR3750	Risograph GR2750/GR3750 User's Guide	All	Note 9
<b>LIC</b>	The Lithographers Manual	The Lithographers Manual	All	Note 4
	NAVSUPINST 5600.44	Reprographics Management Manual	All	Note 1 Note 2
	SECNAVINST 5510.30	Department of the Navy Personnel Security Program	Chapters 6, 8, 9	Note 1 Note 2
	SECNAVINST 5510.36	Department of the Navy (DON) Information Security Program (ISP) Regulation	Chapters 4, 6, 7, 10	Note 1 Note 2
	SECNAVINST 5870.5	Permission to Copy Materials Subject to Copyright	All	Note 1 Note 2
	SECNAVINST 5603.2	Printed Matter for Official Ceremonies	All	Note 1 Note 2
	SECNAVINST 5602.6	Official Letterhead Stationary	All	Note 1 Note 2
	SECNAVINST 5213.10	Department of the Navy (DON) Forms Management Program	All	Note 1 Note 2
	OPNAVINST 1710.7	Social Usage and Protocol Handbook	Chapters 2, 9, 10	Note 1 Note 2

**LEGEND:**

Note 1 – To order, MILSTRIP to NAVICP PHILA or via INTERNET <http://www.nll.navsup.navy.mil>

Note 2 – Internet - <http://neds.nebt.daps.mil/>

Note 3 – Commercial text available with vendor purchased software packages.  
Information can also be found in software help files.

Note 4 – Commercial text available from:  
Graphic Arts Technical Foundation (GATF) / Printing Industries of America (PIA)  
PO Box 1020  
Sewickley, Pennsylvania 15143-1020  
800-662-3916  
Stock number: 1407

*Contact LI Exam writer for association member number prior to ordering.*  
NETPDTC  
LI SME (N313) 6490 Saufley Field Road  
Pensacola, Florida 32509-5200  
Comm 850-452-1700, DSN 922-1700

Note 5 – Commercial text available from:  
Xerox Corporation  
1990 Xerox Centre Drive  
El Sugundo, California 90245  
800-327-9753

Note 6 – Commercial text available from:  
Baum USA  
1660 Campbell Road  
Sidney, Ohio 45365  
800-543-6107

Note 7 – Commercial text available from:  
The Challenge Machinery Company  
1433 Fulton Avenue  
Grand Haven, Michigan 49417  
616-842-8300

Note 8 – Commercial text available from:  
Hewlett-Packard Company  
11311 Chinden Boulevard  
Boise, Idaho 83714  
800-538-8787

Note 9 – Commercial text available from:  
RISO  
300 Rosewood Drive  
Danvers, Massachusetts 01923  
800-876-RISO (7476)